

## Getting a DOEHRs-IH “Demo/Train” account

URL: <https://doehrs-ih-demo.csd.disa.mil>

### New Applicants:

[1a] When a user first goes to the website they will see this:

The screenshot shows the "Defense Occupational and Environmental Health Readiness System" interface. On the left, there is a sidebar with a menu under "Account Management" containing links for "Request Account", "Resources", and "Help Desk Contact Information". A red arrow points from the "Request Account" link to a red-bordered box. The box contains the text: "This is expected for new users since DOEHRs is linked to your CAC card. Click Request an Account to proceed to step 2a." In the background, a red error message is visible: "An account was not found with your Common Access Card (CAC) credentials; please request an account using the Request Account link on the left. If you believe you have reached this screen in error, please use the Help Desk Contact Information link."

The screenshot shows the "Request Account Unlock" form in the DOEHRs-IH system. The sidebar on the left has a red arrow pointing to the "Request Account Unlock" link. A red-bordered box contains the following instructions:

- If your account has been inactive for over 1-year, or you had an account before DOEHRs was CAC-enabled (Jan 2011), it will need to be unlocked. Hit Submit and you will be contacted with the email address on file in DOEHRs.
- If you suspect your email address has changed since then, please contact the Help Desk at [dhagsc@mail.mil](mailto:dhagsc@mail.mil).

The form itself has a "To" field with the name "Radavich, Rosanne Marie" and the email address "rosanne.m.radavich@us.army.mil". At the bottom of the form are "Submit" and "Cancel" buttons.

## Existing Account Holders

[1b] Log into DOEHRs-Demo and Click on My Profile.

The screenshot shows the DOEHRs-Demo interface. On the left is a sidebar with several expandable sections: 'Work Plan', 'Environmental Health', 'Administration', 'Resources', and 'DOEHRS Documentation'. The 'Resources' section is expanded, and the 'My Profile' link is highlighted with a red rectangle. The main content area on the right is titled 'Work Basket' and contains a table for 'Assignments, Tasks, and Notifications'. The table has columns for 'Subject', 'Description', 'From', 'Received', and 'Due Date'. Below the table, it states 'No matching records were found.'

[1c] Scroll to the Bottom of your profile and click on Request Access to New Program Office.

The screenshot shows the 'Other Tools' section at the bottom of the profile page. The 'Request Access to New Program Office' link is highlighted with a red rectangle. A black-bordered box with white text contains the following warning: **! Complete Application in under 14 minutes or risk being timed-out from the system. At the 14<sup>th</sup> minute you will be given a warning for 60 seconds!**

## [2a] Account Application Screen

Account Information	
Service Branch*	Army
Program Office*	(EH) -US-OK-Fort Sill (40801)
Industrial Hygiene Permissions ?	<input type="checkbox"/> Create/edit IH samples and surveys; <input type="checkbox"/> Create/edit SEG Analysis <input type="checkbox"/> Import IH Lab Data <input type="checkbox"/> Export IH Lab Data
Environmental Health Permissions ?	<input type="checkbox"/> Create/edit EH samples; View EH surveys <input type="checkbox"/> Create/edit Water surveys <input type="checkbox"/> Create/edit Waste surveys <input type="checkbox"/> Create/edit OEHSAs surveys <input type="checkbox"/> Create/edit Entomology surveys <input type="checkbox"/> Create/edit Food Sanitation surveys <input type="checkbox"/> Create/edit General Sanitation surveys <input type="checkbox"/> Create / edit personnel associations (Locations and Exposure Pathways) <input type="checkbox"/> Import EH lab data without full EH access (for Lab Personnel)
Food Protection Permissions ?	<input type="checkbox"/> View Food Protection Information <input type="checkbox"/> Create/edit Food Sanitation surveys <input type="checkbox"/> Create/edit Installation Food Vulnerability Assessment (IFVA) surveys <input type="checkbox"/> Create/edit Non-Approved Sources <input type="checkbox"/> Create/edit PV Destination Audit reports <input type="checkbox"/> Create/edit PV Destination Audit Summary Reports <input type="checkbox"/> Create/edit Food Protection samples
Facilities Permissions ?	<p><b>Note:</b> You must request at least one of the following permissions in order to request this permission: Environmental Health 'Create Food Protection' 'View Food Protection Information'.</p> <input type="checkbox"/> Create/edit Facilities
Incident Reporting Permissions ?	<input type="checkbox"/> Create/edit Incident Reports <input type="checkbox"/> QA Incident Reports
Radiation Permissions ?	<input type="checkbox"/> Create/edit Radiation samples, surveys and equipment <input type="checkbox"/> QA Radiation samples
Registry Permissions ?	<p><b>Note:</b> Do not request Registry permissions without first consulting with superior.</p> <input type="checkbox"/> View Registry Information <input type="checkbox"/> Create/edit Registries <input type="checkbox"/> Create/edit Requests <input type="checkbox"/> Create/edit Exposure Profiles <input type="checkbox"/> QA Exposure Profiles

**Service Branch = Army (always true for Army assets);** Program Office = PO

**-If deployed or about to deploy:** PO = "DoD Deployment Surveillance; *Do not select your CONUS/OCNUS Installations if you're deploying.*

**- If in an Army MTF (i.e. Hospital PM Team):** PO = the installation where you're working (e.g. "(EH)-US-VA-Fort Belvoir (51062)"; *Do not select the Legacy-Data option or PO with an (IH) Prefix.*

**- If part of the Veterinary Service Corp:** PO = "Veterinary Services – PHCD – XXXX" (XXXX= District)

**For 68S and ESEOs:** Only need the EH Permissions (aka roles).

-Commanders, XO's, and Senior NCO's may have a QA role as needed (often discussed in training).

**For 68R and Vet Corp personnel:** Only need the FP Permissions

-If you are a user who will do IFVAs select the role and its QA role too.

-If you are a user who will do PV Destination Audit reports select that role.

-If you are a SPA, select the PV Destination Audit reports QA role and the PV Destination Audit Summary Reports

**General Information:**

Roles can be adjusted by the account approvers if a mistake is made.

**-Different roles/permissions for different users** will be determined at the local level.

-Roles can be adjusted when the account request is reviewed/approved.

-NOTE: No global roles are needed

## DOEHRS-IH EHM Tutorial #1

Program Office Permissions ?	<input type="checkbox"/> Maintain data, lab information and notifications <input type="checkbox"/> Maintain Equipment and Equipment vendors <input type="checkbox"/> Administer shops
System Administration Permissions ?	<p><b>Note:</b> System Administration permissions are typically only granted to DOEHRSS Program Office and Grants and Administration users.</p> <input checked="" type="checkbox"/> Administer local Program Office users (USA role) <b>Controls access to the PO. Situational need only</b> <input type="checkbox"/> Administer mobile device security for a site (Site System Administrator)
Data Warehouse Permissions ? <a href="#">Show Advanced Data Warehouse Permissions</a>	<input type="checkbox"/> View Industrial Hygiene reports/charts <input type="checkbox"/> View Environmental Health reports/charts Access level for IH/EH reports: <input checked="" type="radio"/> Program Office <input type="radio"/> Region <input type="radio"/> Service Selected Program Office(s):
Mobile Synchronization Account ?	<input type="checkbox"/> I require a mobile synchronization account to synchronize mobile devices with the DOEHRSS staging server
Oracle Discoverer Account ?	<input type="checkbox"/> I request an Oracle Discoverer account for generating ad-hoc reports <input checked="" type="radio"/> Oracle Discoverer Viewer access <input type="radio"/> Oracle Discoverer Plus and Viewer access
Justification for Access to DOEHRSS* (Must Be At Least 30 Characters Long)	I work for the [insert program name here] and will inputting/reviewing food and/or preventive medicine data.

You won't see these options if you have an account already, but only the "View EH reports/charts" is all that is needed.

Justification must be 30 characters.

## [2b] Account Application Screen (continued). [Only seen for new applicants.]

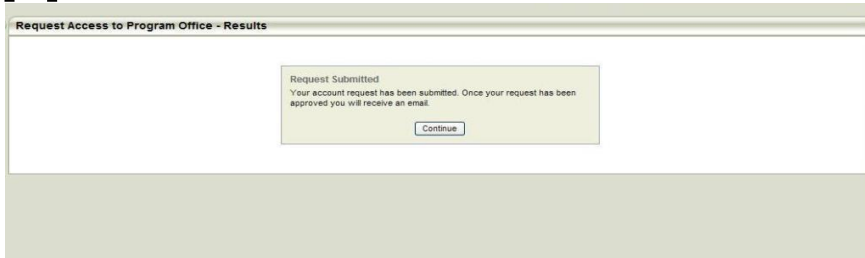
Personnel Information	
Work Address*	<input type="text"/> (line 1) <input type="text"/> (line 2)
City*	<input type="text"/>
State or APO* / Zip Code*	<input type="text"/> <input type="text"/>
Country*	United States (NATO member) <input type="text"/>
Organization*	<input type="text"/> (Ex. 1578th IPR)
Office Symbol/Department*	<input type="text"/> (Ex. /SGM/SGMIR)
Job Title/Function*	<input type="text"/>
Grade/Rank*	<input type="text"/>
Installation Name*	<input type="text"/>
Commercial Phone*	<input type="text"/> Ext. <input type="text"/>
DSN*	<input type="text"/> (OCONUS users use 10 digit DSN)
Commercial Fax Number	<input type="text"/>
Privacy Act Training*	<input type="checkbox"/> I certify that I have completed Privacy Act training within the past 1 year. Date of training: <input type="text"/> (yyyy/mm/dd) Privacy Act Training can be completed by taking the "Overview of Privacy Act 1974" and "Privacy Act 101" courses.
HIPAA Certification*	<input type="checkbox"/> I certify that I have completed HIPAA training within the past 1 year. Date of training: <input type="text"/> (yyyy/mm/dd) HIPAA Certification can be completed by taking the "Security 101: Introduction to HIPAA Security" course.
Annual Information Awareness Training*	<input type="checkbox"/> I certify that I have completed Annual Information Awareness training within the past 1 year. Date of training: <input type="text"/> (yyyy/mm/dd) Annual Information Awareness Training can be completed at <a href="#">this site</a> .
Security Clearance*	<input type="text"/>
Security Manager Full Name*	<input type="text"/>
Security Manager Phone*	<input type="text"/>
Supervisor Full Name*	<input type="text"/>
Supervisor Phone*	<input type="text"/> Ext. <input type="text"/>
<div> <div>User Agreement</div> <div> <input type="checkbox"/> I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level of system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction, and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when access is no longer required. </div> </div>	

Submit Cancel

- Populate the rest of the application with personal information.
- **Use an AKO email or mail.mil email. Do not use a personal email (i.e. gmail) or a deployed email (i.e. swa.army.mil).**
- **Double check the email for typos. DOEHRs will use this email to communicate down times, updates, etc.**

- For a Demo Account, training dates are not critical for account access. However, they must be accurate for a Live (Production) account
- Training Dates should be within 1-year and cannot be something you will due in the future (i.e. it cannot be greater than the current date).

### [3] Finish



- If you do not see this screen, you have missed a required field in DOEHRs application. Scroll to the top of the form to find the error.
- Click Continue if you do see this screen, then CLOSE THE BROWSER. *Accidentally refreshing the screen will duplicate the application.*
- If needed, you may receive an email about your request to clarify access and roles.
- You will see an email confirmation once access is approved.